

Payroll Posting Report

ZHR_RPTPY126

Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|---------|------------|--------------------|
| 9/22/06 | Lesa Terry | Create |
| | | |

Purpose

Use this procedure to display payroll funding/accounting transactions for employees payroll.

Trigger

Perform this procedure when the agency's payroll office has completed an Off-cycle reversal in which employee(s) warrants or EFT payments are cancelled because of errors or discrepancies.

Prerequisites










Run after Payroll is exited. This report reads payroll posting data after it has been processed including interfacing with the ALAS (financial) program.

Transaction Code

ZHR_RPTPY126

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---|---|
| Error  | Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed. |
| Warning  | Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed. |
| Confirmation  or  | Example:  Save your entries. Action: Perform the required action to proceed. |

Procedure

1. Start the transaction using the menu path above or transaction code **ZHR_RPTPY126**.



This report is used to find cancelled warrants, but the name of the report is the **Payroll Posting Report**.

Payroll Posting Report

The screenshot displays the SAP Payroll Posting Report transaction screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into several sections for data entry:

- Payroll Period:** Fields for Payroll Area, Pay Period, and a 'to' field.
- Select by Person:** Fields for Personnel Number, Business Area, Personnel Area, and Organizational Unit, each with a 'to' field and a selection icon.
- Select by Data:** Fields for Wage Type, Warrant / EFT #, and checkboxes for 'Display all Data for EE' and 'Display all Bus. Areas for EE'.
- Document:** Fields for Run ID and Document Number.
- Sequence:** Field for Sequential Number.
- ALV Variant:** Field for ALV Layout Variant.

The status bar at the bottom indicates 'RP0 (1) (700)' and 'ssvaphrpr3e1 OVR'.



2. Complete the following fields:


| Field Name | R/O/C | Description |
|--------------|-------|--|
| Payroll Area | R | Description of the Payroll Area. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11 |

State of Washington HRMS

Title: Payroll Posting Report
Processes :
Sub-Processes :

HRMS Training Documents

| Field Name | R/O/C | Description |
|------------------|-------|--|
| Pay Period | R | <p>The HRMS pay period for HRMS reporting.</p> <p> Designate the single or range of pay periods to report on. Large agencies should only run one pay period at a time.</p> <p>Example: 18 2006</p> |
| Personnel Number | O | <p>The employee's unique identifying number.</p> <p> Run this report by the employee's Personnel Number to limit the amount of data displayed.</p> |
| Business Area | R | <p>A specific agency in the State of Washington</p> <p>Example: 1110</p> |

3. Click  (Execute) to execute the report.

State of Washington HRMS

File name: PAYROLL_POSTING_ZHR_RPTPY126.DOC
Version: SME Approved Script
Last Modified: 10/11/2006 8:31:00 AM
Reference Number:

SAP Parent
Page 4 / 5

Title: Payroll Posting Report
Processes :
Sub-Processes :

HRMS Training Documents

Payroll Posting Report

List Edit Goto Views Settings System Help

SAP

Payroll Posting Report

State of Washington - HRMS
Payroll Posting Report

Report ID: ZHR_RPTPY126
User: LESAT
Date: 09/29/2006
Period: From 09/01/2006 To 09/15/2006
Payroll Period: 18 . 2006
Payroll Area: 11
Run type: Production

| BusA | Business area | Pers.No. | Fund | App. Index | Prg. Index | Org. Index | Alloc. | Master Idx | Project | SubProj | Phase | Object | SubObj | G/L Account | Amount | Payment dat |
|------|-------------------------|----------|------|------------|------------|------------|--------|------------|---------|---------|-------|--------|--------|-------------|----------|-------------|
| 1110 | Department of Personnel | 12345678 | | | | | | | | | | | | 5124000000 | 426.03 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 152.30 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 152.30 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 35.61 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 35.61 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5187000000 | 8.80 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5187000000 | 2.85 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5187000000 | 2.50 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5187000000 | 2.50 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5187000000 | 2.85 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 1,611.41 | 09/25/2006 |
| | Department of Personnel | | 419 | 902 | 09200 | | | | | | | A | AA | 6510AASW01 | 2,501.50 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 3.60 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 87.55 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5124000000 | 92.31 | 09/25/2006 |
| | Department of Personnel | | | | | | | | | | | | | 5181000000 | 45.00 | 09/25/2006 |



This report contains much detail, use the scroll bars to move to the right to see more data.

- You have completed this transaction.

Result

You have generated the Payroll Posting report.

State of Washington HRMS

File name: PAYROLL_POSTING_ZHR_RPTPY126.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 10/11/2006 8:31:00 AM

SAP Parent
Page 5 / 5